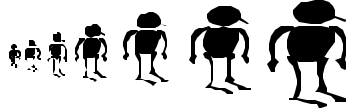


# INTERVIEW AND SELECTION

Hiring Criteria Definitions, Hiring Criteria Weights, & Interview Questions



During this training program, we will:

- Learn the structured interview process
- Discuss the legal issues concerning the interview process
- Conduct practice interviews
- Complete the Candidate Evaluation Form including the scoring process
- Review the Employment Decision Form

## **TIMES FOR EACH CLASS SESSION**

DAY 1 – 1:00 to 4:30

DAY 2 – 8:30 to 4:30

DAY 3 – 8:30 to 1:00

You must obtain your personnel officer's signature on the registration form prior to registration for this course.

You must obtain the Interview and Selection manual from your personnel office. Please review the manual and bring it with you to class. CMS is not responsible for distributing manuals.

Reserve your place by contacting your personnel office. Because seating is limited, register early. If you have any questions, please contact us at (217) 524-8700.

**Visit our website at  
[www.state.il.us/cms/2\\_servicese\\_edu/](http://www.state.il.us/cms/2_servicese_edu/)  
and click on the "Course Schedule"  
link for current class dates, times, and  
locations.**

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